

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, February 28, 2005 – 5:30 p.m.
Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:40 p.m. on 28 February 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven	Center District Representative
Charles M. Medvitz	Scott District Representative
Dennis Hunsberger	Citizen at Large
Bob Newman	Airport Tenant/Owner
Frank Rader	Lee District Representative

County Staff:

Tony Hooper	Deputy County Administrator
Michael Anderson	Airport Manager
Chrissy Kirby	Executive Assistant, County Administration

Staff:

Stephen S. Roszel, Sr.	Essar Aviation
Stephen Roszel, Jr.	Essar Aviation
Ross Dillman	Essar Aviation

Absent:

Arthur Nash	Marshall District Representative
Willis P. Risdon	Citizen at Large
Sparky Lewis	Town of Warrenton
Rick Gerhardt	Cedar Run District Representative
Raymond E. Graham	Fauquier County Board of Supervisors Cedar Run District

Visitors:

David Fields	Owner/Operator
Chuck Tippet	Owner/Operator

2. Adoption of Agenda:

Dennis Hunsberger moved and Chuck Medvitz seconded a motion to adopt the February 28, 2005 meeting agenda, with one additional item for discussion, which was added as item 9d. The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Dennis Hunsberger moved and Jim VanLuven seconded a motion to adopt the January 24, 2005 meeting minutes, with the following corrections:

- *Paragraph 8b – the Agricultural RFP Review committee will consist of Willis Risdon, Chuck Medvitz, Jim Van Luven, and Mike Anderson.*
- *Paragraph 10 – clarify sentence “Airport needs to make its case in obtaining glidescope funding.”*

The motion carried unanimously.

5. Old Business:

a. Fauquier County Airport Committee By-Laws:

Tony Hooper reviewed the attached proposed revisions to the Fauquier County Airport Committee By-Laws. Mr. Hooper summarized the revisions, as follows:

- Reduce the number of Committee members from eleven (11) to eight (8)
- Removing the requirement for two (2) representatives from the Board of Supervisors and one (1) representative from the Town of Warrenton
- Adding the requirement that Committee members participate in at least fifty percent (50%) of all meetings
- The Chairman of the Airport Committee will notify the appropriate Board of Supervisor member if non-attendance issues are of concern

Mr. Hooper stated that the revised Airport Committee By-Laws will need Board of Supervisors approval prior to implementing.

After brief discussion, the following additional suggestions were proposed:

- Article III - Section “e” – Chairman shall initiate action to obtain resignation from members unable to meet the fifty percent (50%) attendance requirement.
- Add – All Airport Committee members are expected to become familiar with the By-Laws and the Rules, Regulations, and Minimum Standards of the Airport.

The Airport Committee will review the Committee By-Laws at its March 28, 2005 and will forward to the Board of Supervisors for appropriate action.

b. Update – Budget FY 2005:

Tony Hooper summarized Fauquier County's financial procedures. Mr. Hooper indicated that a large number of the State and Federal reimbursements for the end of the fiscal year were delayed in the financial reporting. Mr. Hooper provided copies of the Audit report for informational purposes. Mr. Hooper stated that all reimbursements for Fiscal Year 2004 have now been received. As of January 31, 2005, the Airport Fund had an available cash balance of \$113,000.

c. FY 2006 Budget Submission:

Tony Hooper reviewed the attached FY 2006 Airport Budget submission. The budget submission reflects a contingency fund of \$46,000 which will be used to meet additional needs as they arise throughout the fiscal year. Dennis Hunsberger questioned where the Airport fund stands on matching costs for the completion of the Runway project. Mr. Hooper stated as of January 31, 2005, all funds have been matched.

Mr. Hooper requested that the Airport Commission adopt the presented FY 2006 Budget submission. Jim Van Luven made a motion for adoption and Dennis Hunsberger seconded. The motion passed unanimously.

6. Update from Airport Manager:

Mike Anderson reported that all spare parts for the lighting system have been received. Mr. Anderson is currently preparing a list of parts that will be necessary to keep on hand. Mr. Anderson advised the Committee that there may be an increase in the budget for supplies for the lighting system, as it may be costly. Mr. Anderson further stated that funds used this year for hangar refurbishment will be dedicated for stock items in the next fiscal year.

Mr. Anderson reported that during FY 2006, it is expected that the Airport will spend approximately \$65,000 for equipment; however, this will be the last large purchase for quite some time. Ross Dillman questioned if the Airport has purchased all required equipment for maintaining the grass areas of the Airport. Mr. Anderson stated that all equipment has been purchased.

Mr. Anderson stated that the Airport currently has thirteen (13) citizens on the hangar wait list.

Mr. Anderson provided an update on the sewage treatment facility. Mr. Anderson stated that in late March 2005, the electric service for the facility will be installed by Dominion Virginia Power.

Mr. Anderson stated that the Virginia Department of Aviation will have full ILS installed by April 2006. Bob Newman questioned if there were any obstructions. Mr. Anderson indicated that only minor hangar obstructions exist once the Humphries property is acquired.

Jim Van Luven requested an update on the installation of the carpeting in the terminal building. Mr. Anderson stated that the installation will be completed in the very near future.

Mr. Van Luven inquired about the drainage problems around the County t-hangars. Mr. Anderson stated that correction of the drainage problems will be incorporated into Phase III of the Airport construction.

Mr. Anderson reported that the Grand Opening Subcommittee held its first meeting. A second meeting is scheduled for March 9, 2005 to discuss budget and assignment issues and the subcommittee will report back to the Airport Committee at its next meeting.

Mr. Van Luven requested an update on the status of repairing the sign at the Airport entrance. Mr. Anderson indicated that the repairs will take place after the installation of the lights. Mr. Anderson stated that Rappahannock Electric will be installing the lights, free of charge, thanks to Mr. Chuck Tippet. Mr. Anderson reported that removable lettering will be placed on the sign, to assist in lowering costs if the sign is vandalized in the future.

7. Update from FBO:

Steve Roszel, Jr. reported that fuel sales for February 2005 were 4,424 gallons. Mr. Roszel indicated that flight school hours have increased to 130 hours for the previous month. Mr. Roszel stated that ground school classes will be held this coming Saturday.

Mr. Roszel indicated that Jet A fuel is now located on the field and training will begin on March 1, 2005.

Mr. Roszel reported that a C-130 aircraft will be coming to the Airport for Gold Cup weekend and he hoped they would return on September 10, 2005 for the Airport Grand Opening.

Ross Dillman stated that the maintenance shop has full service repairs available and that the maintenance shop business is increasing.

8. Update from Campbell and Paris Engineers:

Due to the inclement weather, representatives from Campbell and Paris Engineers were unable to attend. An update will be present at the March 28, 2005 Airport Committee meeting.

9. Update from Tony Hooper:

a. Proposed Modifications to Land Lease Agreement:

Tony Hooper reviewed the attached proposed amendment to the land lease agreement with Midland Development Corporation. Mr. Hooper stated that the County Attorney's office had provided the proposed language. Mr. Hooper indicated that the Airport Committee must approve the proposed amendments prior to forwarding to the Board of Supervisors for Public Hearing.

After discussion, the following is recommended to forward to the Board of Supervisors:

a. Use of Property. Lessee agrees that the leased premises shall be used only for the following purposes:

1. Storing light civilian aircraft in hangars;
2. Office space to support charter operations as approved by the Airport Committee and the County Administrator;
3. Office space to permit the management and operation of leased T-Hangars, subject to the approval of the Airport Committee and the County Administrator.

No other uses are, or shall be, contemplated except by written amendment to this Lease agreement. Aircraft maintenance except that authorized by the Rules and Regulations and Minimum Standards of the airport is prohibited.

b. Modification of Personal Property Tax and Airport User Fee:

Tony Hooper presented the attached research on utilizing an Airport User Fee in place of the Personal Property tax assessment for revenue for the Airport. Mr. Hooper stated that the Airport relies on Personal Property tax revenue and currently there are no provisions allowing for a maximum amount of taxes that can be assessed nor can the tax rate be differentiated by value. Mr. Hooper began a discussion on the possibility of replacing the current personal property tax system with an airport user fee. During the discussion, Mr. Hooper stated that in order to implement a user fee for Calendar Year 2006 a decision would need to be made prior to the County Budget adoption scheduled for March 31, 2005. After detailed discussion among Committee members, the following was decided:

- The Committee will explore other options in replacing the current personal property tax system.
- The Committee requested that County staff present to the Committee additional information on other possible approaches.
- A recommendation will be made by the Committee in late fall 2005 for implementation on January 1, 2007.

10. Roundtable:

Jim Van Luven reported that the Public Hearing on the Airport Special Exception Permit will be heard by the Planning Commission in March 2005 and is expected to be forwarded to the Board of Supervisors for Public Hearing in April 2005.

Mr. Van Luven stated that it is important that the Airport Master Plan be reviewed and updated to include proposed new facilities.

Tony Hooper indicated that within the next three (3) months the Airport Committee will receive a formal report regarding the Terminal Feasibility Study.

Chuck Medvitz questioned if the annual Aerobatic Competition will take place at the Airport this year. Mike Anderson will contact Carl Hunt and assist in any coordination necessary.

The next meeting of the Airport Committee will be Monday, March 28, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Jim Van Luven moved and Chuck Medvitz seconded the motion that the meeting be adjourned at 8:15 p.m.